United Nations ST/AI/2001/7/Rev.2

Secretariat

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Administrative instruction

Managed Reassignment Programme for staff in the Professional category at the P-2 level recruited through the national competitive examination, the General Service to Professional category examination or the Young Professionals Programme

The Under-Secretary-General for Management, pursuant to section III.D, paragraph 6, of General Assembly resolution 51/226 of 3 April 1997, staff regulation 1.2 (c) and section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, hereby promulgates the following:

Section 1
Purpose

1.1 The purpose of the Managed Reassignment Programme (the "Programme") is to provide staff in the Professional category at the P-2 level recruited through the national competitive examination, the General Service to Professional category examination or the Young Professionals Programme with enhanced orientation, training, mobility and career support during their first five years of service at the Professional level, in order to facilitate their adjustment and to accelerate the learning period leading to productive work and job satisfaction as international civil servants.

1.2 To that effect, the present instruction establishes the procedures under which staff members included in the Programme shall obtain experience in two different functions during their first five years of service. Staff recruited through the Young Professionals Programme shall normally have their second assignment at a different duty station.

Section 2
Scope

2.1 Subject to the exceptions in sections 2.2 and 2.4, the following staff members at the P-2 level are required to participate in the Programme:

(a) Staff members who have been appointed through the national competitive examination, the General Service to Professional category examination or the Young Professionals Programme;

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(b) Staff members who have completed two years of service since their initial recruitment to the Professional category.

2.2 Staff members who wish to defer their participation in the Programme may request the Assistant Secretary-General for Human Resources Management to allow for deferred participation, provided that they comply with the provisions under section 1.2 above and subject to their supervisor's approval.

2.3 The Programme shall not apply to:

(a) Staff members who have been promoted to a P-3 position since their initial recruitment to the Professional category;

(b) Staff members recruited to posts requiring special language skills. Such staff members are subject to the provisions of administrative instruction ST/AI/2000/1 (as amended by ST/AI/2003/1), entitled "Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills".

2.4 The Programme shall not normally apply to the following staff members. However, they may request the Assistant Secretary-General for Human Resources Management to allow their participation in the Programme, subject to the following conditions:

(a) Staff members who have already made a lateral move as defined in section 1 (q) of administrative instruction ST/AI/2010/3 since their initial recruitment to the Professional category may request another lateral move at the P-2 level for further career development, provided they have completed at least one year of service in their current assignment and subject to their supervisor's approval;

(b) Staff members who have not yet completed two years of service since their initial recruitment to the Professional category may request early participation in the Programme, provided that they have obtained their supervisor's approval. Early participation will be approved only in exceptional cases;

(c) Staff members who are on a temporary assignment for a period of less than one year at the time of the Programme may request participation in the Programme, subject to the approval of both their temporary supervisor and their supervisor in their parent office. The parent position shall normally be available to participate in the Programme.

Section 3
Compendium of job opportunities

3.1 At least once a year, the Office of Human Resources Management shall issue a compendium of job opportunities, comprising all vacant P-2 positions and the P-2 positions encumbered by those staff members who fall within the scope of the present instruction regardless of the source of funding of the position.

3.2 The compendium shall list all job opportunities in all job families at all duty stations and provide a brief description of the functions, as well as the requirements for each position.

Section 4
Applications

4.1 The Office of Human Resources Management shall inform all P-2 staff members whose participation in the Programme has been confirmed in accordance with section 2 above that they are required to apply for positions listed in the compendium. Staff members shall normally not be able to withdraw their participation once the compendium has been issued.

4.2 Staff members shall apply for a minimum of 3 and up to a maximum of 10 positions listed in the compendium, indicating their order of preference.

4.3 Applications may be for positions for which the staff members meet the requirements as listed in the compendium, in any office, department, or duty station. Participating staff members are encouraged to apply for at least one position in a different duty station and with a different classification from their current official duty station. Applications for positions in the current department or office of the staff member, excluding her or his own position, shall be considered when the functions of such positions are different from those currently discharged by the staff member and such positions are located in another organizational unit of that department or office. Staff members recruited through the Young Professionals Programme shall normally apply to positions that are located in a duty station other than their current duty station, unless such a geographical move is not possible in their specific functions.

4.4 Applications shall be submitted within 10 calendar days of circulation of the compendium, in accordance with the procedures set out therein.

4.5 Applications shall include a personal history profile, which may be tailored to the specific position, and a copy of up to two of the most recent performance evaluation reports. Applications may also include a cover letter.

Section 5
Selection process

5.1 The Office of Human Resources Management shall submit to hiring managers all applications received for positions in their respective department or office.

5.2 Hiring managers shall review all such applications and indicate their preference, in ranking order, of those candidates qualified to be placed in the positions of their department or office, within 10 calendar days of receipt of the applications. Staff members participating in the Programme have undergone a rigorous assessment process and thus no formal competency-based interview or written assessment is required, although such assessment may still be conducted at the discretion of the hiring manager.

5.3 The Office of Human Resources Management shall conduct a matching exercise of all participants with a view to maximizing the number of reassignments, taking into account the preferences expressed by the staff member and the hiring manager, as well as human resources organizational priorities.

5.4 The Assistant Secretary-General for Human Resources Management shall decide on the reassignment of each staff member, which may include a decision not to reassign a participant in the Programme. Such decisions on reassignment shall be final and mandatory for staff members and hiring managers alike.

5.5 The Office of Human Resources Management shall promptly inform the staff members and the hiring managers of the decision.

5.6 The reassignment of staff members shall take place as soon as possible after the date of notification of the decision, and in any event normally no later than one month after that date when the reassignment is within the same duty station, and normally no later than two months after that date when the reassignment involves a change of duty station.

Section 6
Final provision

6.1 The present administrative instruction shall enter into force on the date of its issuance.

6.2 Administrative instruction ST/AI/2001/7/Rev.1 is hereby superseded.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management